



KCJIS NEWS



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KCJIS Mandated Circuits Upgrade

By Steve Montgomery, KBI Chief Information Officer

The state of Kansas provides a single, dedicated telecommunication circuit to each county for use with KCJIS. Mandated by statute, these state-managed circuits are intended to ensure that at least one county location has stable, reliable connectivity to KCJIS at all times. Since KCJIS' inception the circuits have been 56K, barely dialup speed, and insufficient in today's connected, image-centric world.

For 3 years, the KCJIS Committee has been pursuing funding to upgrade the circuits. The Committee was finally successful with the 2010 legislature. Effective July 1, 2010 a \$5 increase in district court traffic fines is being set aside to upgrade the 56K circuits to 1.536MB, a circuit type and speed that is typically referred to as a "T1".

Planning is underway for implementing the T1 circuits. The state's telecommunication department, DISC, is working to overcome some technical issues, so whole-sale deployment will therefore be delayed until at least April, 2011. In the meantime the new funds are being used to cover pre-installation tasks such as site surveys that must be conducted prior to circuit installation.

The necessary site surveys determine if wiring and electrical needs are sufficient to support installation of a new circuit. DISC is coordinating the scheduling of the surveys. DISC will schedule a group of agencies about two weeks in advance of making the actual site visit. DISC will notify the KBI and we in turn will notify the TAC(s) of the agencies that will be surveyed. Many of you have already heard from us and completed the survey. The remainder of you will be contacted as your

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KCJIS Mandated Circuits Upgrade—continued

actual installation of the circuits will not begin before DISC resolves the technical issues, which is hoped to be in March or April of 2011. Again, this is only for the 105 county locations that receive a state-provided KCJIS circuit.

The T1 circuit upgrades represent a tremendous improvement to the KCJIS system and we are grateful to the 2010 legislature and to the efforts of KACP, KSA and KPOA representative Ed Klumpp for helping carry that message to the legislature.

If you have any questions please direct them to the KBI Help Desk at helpdesk@kbi.state.ks.us or 785-296-8245.



Monitoring KBI AFIS Response Messages

Ely Meza, KBI Information Technology Department

Kansas law enforcement agencies with livescans connected to the KBI AFIS (Automated Fingerprint Identification System) should be aware that response messages are sent back to their agencies for each fingerprint record submitted electronically to the KBI. The response messages are sent to both an e-mail address and a KCJIS terminal mnemonic that your agency has provided to the KBI.

One AFIS response message an agency might receive is the one related to a record rejection (or record “ERROR” message). When an agency receives an “ERROR” message, the staff monitoring the KBI AFIS response messages should determine the error or errors that caused the rejection, fix the record, and resubmit the corrected record to the KBI AFIS. It is important the agency staff correcting and re-submitting the fingerprint record use the original Processing Control Number. The Processing Control Number is a required data element that is part of the fingerprint record submitted to the KBI AFIS and, for the most part, created by the livescan.

The KBI AFIS response messages include not only fingerprint records related information but also reports listing the fingerprint records received by the KBI the previous day. The name of this report is the KBI AFIS Daily Report. If you know your agency submitted fingerprints yet the daily report does not indicate any were received by the KBI, then you need to look further in to the problem.

Law enforcement agencies should be able to check that the livescan is communicating with the KBI AFIS. If the operator suspects that the fingerprint records are not being sent to the KBI AFIS, the operator should report the problem to the agency’s TAC (Terminal Control Agency) or IT staff, so they can check the agency’s network/ firewall. If the agency suspects that the livescan is not communicating with the KBI AFIS, the agency TAC should contact the KBI Help Desk. If the problem is determined to be with the livescan device itself, the agency staff should contact the livescan vendor’s Help Desk and report the problem.

If your agency has any questions regarding the KBI AFIS response messages and/or the KBI AFIS Daily Report, please contact Ely Meza at (785) 296-8254 or ely.meza@kbi.state.ks.us.

Now Available: 2011 National Poster Contest Materials

Nicole Dekat—Offender Registration, Missing Persons, & PI Licensing Unit

Kansas will again be participating in the National Missing Children's Day Poster Contest. Please see below for additional information regarding the National contest. Posters from Kansas 5th graders should be sent to the Missing Person Clearinghouse by the beginning of the Winter Break, and in no case later than December 31, 2010. Judging will be during the second week of January. For further information, contact Judy Ashbaugh, Kansas Bureau of Investigation Missing Person Clearinghouse, 785-296-8244 or judy.ashbaugh@kbi.state.ks.us. Please see: http://www.accesskansas.org/kbi/mp_Kansas_Missing_Childrens_Day_Poster_Contests.shtml for additional information.

OJJDP invites fifth grade students to participate in the annual National Missing Children's Day poster contest. The national winner will travel to Washington, D.C. to receive an award and participate in the Missing Children's Day ceremony. The contest raises awareness of the effort to bring missing children home safely while also highlighting the importance of proactive education programs.

Targeted materials are available to kick off the contest:

Educators and Community Participants

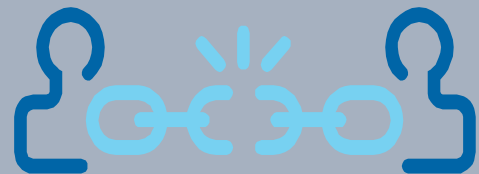
Materials are available especially for [Educators and Community participants](#). These materials include specific instructions for the posters, key contest dates, sample lesson plans, contest certificates, state contacts and more.

Clearinghouse and AMECO State Managers

Materials are available for [Clearinghouse and AMECO State Managers](#). These materials include fact sheets, letter templates for outreach, flyers and more.

QM vs. QW for missing persons

Judy Ashbaugh—Missing Persons Unit



If you have the name and date of birth (DOB) on a person, use the QW screen for an inquiry on a missing person. The QM inquiry does not allow for a date of birth. The estimated age will only go +/- 1 year, the Height +/- 3 inches, and the weight +/- 10 pounds. The likelihood of a hit is much greater if the name and is used. The Expanded name field will use each part of the name as a last name if the last name is hyphenated. The Expanded DOB field with the 3 identifiers will search +/- 1 year, and search the month and day of birth with the month first, then the day first.



The KBI Field Support Unit needs your help!

Sara Foster—Program Consultant-Field Support

I hope that you have heard about the KBI Field Support Unit that has been out on the road training the last couple of years. The team has encountered a small obstacle in scheduling training: we have trouble getting the training flyers to the correct personnel at an agency. You can help!

Complete the following questionnaire with information that the Field Support Unit can use to contact the correct individual when we have training scheduled.

Is there a training officer for your agency?

Name _____
Phone _____
Email _____

If no, whom should we contact regarding upcoming training?

Name _____
Phone _____
Email _____

If your agency would like to schedule training with one or more of the below classes please contact Audry Dukes preferably by email: Audry.Dukes@kbi.state.ks.us

Classes with descriptions

Missing/Unidentified Persons

The participants will receive an overview of Kansas Missing/Unidentified person statutes and protocols as well as an explanation of functions of the Kansas Missing/Unidentified Persons Clearinghouse. The functions of the call taker/dispatcher, the first responder, and the investigator in a missing or unidentified person case will be covered. NCIC requirements and services of the National Center for Missing and Exploited Children (NCMEC) will be discussed. The importance of the collection of DNA family reference samples in long-term missing person cases will be covered as well as other investigative techniques. Target audience: all law enforcement personnel.

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The KBI Field Support Unit needs your help! - continued

The Kansas incident-based reporting system class will cover form filling of the required standard reports. Discussion of common errors as well as concerns with requirements will be included. The class will also cover recent and future changes to KIBRS. Time permitting will include an overview of the National Data Exchange and KIBRS Views. Class will cover key differences in submission/requirements to KIBRS versus Criminal History Records. Target audience: Any personnel who complete offense and arrest reports, are responsible for checking the accuracy of those reports, and/or submit those reports to KBI. In addition, any prosecutor using the offense/arrest reports that wish to gain better understanding of the requirements entailed by state and federal agencies.

Fingerprint Identification

This instruction will include how to take and submit tenprint arrest/bookings records, mug shots, and palmprints; proper use of livescan; civil fingerprinting procedures; two-finger capture devices; access to the KBI's fingerprint archive; correcting errors; and understanding AFIS reports. Practical exercises in the techniques of fingerprinting will also be included. Target Audience: anyone who takes tenprint and palmprint images for the submission of an arrest or applicant fingerprint card via livescan or hard card.

DNA Databank

The KBI DNA Databank originated in 1992 as one of several states that began sharing DNA profiles of convicted violent offenders. The Databank currently has more than 130,000 DNA profiles. These profiles are compared to DNA profiles developed from unsolved crimes across the country in hopes of getting a match and prosecution. This class will cover the operation of the DNA Databank and how a single DNA collection from a Kansas arrestee or convicted offender can be the key to an unsolved crime. The class will discuss Databank sample collection procedures, the Kansas Criminal Justice Information System record check, and case examples.

Offender Registration

This Session will cover the Kansas Offender Registration requirements. We will discuss the KBI Offender Registration unit; review the Kansas Offender Registration Act, and present guidance pertaining to completion of the Kansas Offender Registration form. Examples of Offender Registration that will be discussed are: length of registration, registered offender's photos, registered offender DL/ID, the KBI Offender Registry website, the Offender Registration Working Group and KBI Offender Registration contact information. Agencies are encouraged to participate in this semi-open forum to discuss registration requirements and procedures. Target Audience: Kansas Sheriff's Office personnel with the primary responsibility of registering offenders.

Criminal History Records

This class will cover the structure and content of the Kansas repository, the legal authorities governing operation, obligations of local agencies to submit records, instruction for completing demographic information on arrest fingerprint cards, completion of Kansas Disposition Reports (KDR's), accessing data, and use and dissemination of criminal histories in the form of rap-sheets. Target audience: Law enforcement and criminal justice personnel completing fingerprint cards and/or Kansas Disposition Reports with a focus on prosecutor/court staff.

2011 KIBRS Quality Assurance Review

Janell Zeiler—KIBRS Unit

The Federal Bureau of Investigation will be sending three teams from the CJIS Audit Unit to conduct a quality assurance review (QAR) on the Kansas Incident Based Reporting System. The QAR teams visit each state every three years and will be visiting Kansas the week of August 15-19, 2011.

The objective of the QAR audit is to confirm the accuracy of the statistics, assess discrepancies in crime reporting practices, increase agency reporting integrity, and provide feedback on training needs.

The three teams will visit ten agencies (one of which is a university) to review the validity of the crime data that is submitted to the state program and the National Incident Based Reporting System (NIBRS). Although the teams visit the local agencies to review the original source documents (KSOR, KSAR, and narratives), it is the state program that is actually being audited to ensure the standard procedures and crime classifications are being enforced and followed within the state.

The FBI and KBI staff will work together to determine which local agencies are selected for the review. If you would like to volunteer to have a site visit at your agency, please contact Sara Foster (785) 296-8278, Donna Sheldon (785) 296-4373 or Janell Zeiler (785) 296-8279.



How Does KIBRS Count Offenses?

Bill Reid - Research Analyst II

One of the most often asked questions is related to how KIBRS counts offenses when reporting Crime Index data or answering a data request.

For counting purposes, one offense is counted for each victim of a “Crime Against Person”; one offense is counted for each distinct operation (incident) for “Crime Against Property” (except motor vehicle theft); one offense is counted for each motor vehicle stolen during a Motor Vehicle Theft; and one offense is counted for each incident for “Crime Against Society”. These counts include all attempted crimes in addition to those completed.

For example, if three victims report being assaulted at a party the count for this incident would be three assaults.

If a suspect robs three victims on the street, the count for this incident would be one robbery with all three victims reported.

If a victim reports three vehicles stolen from his property, the count for this incident would be three motor vehicle thefts.

Hopefully, this clears up any confusion on how your agency’s data is counted. If you have additional questions feel free to contact Bill Reid at 785-296-8242.

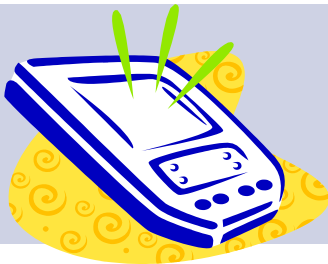
Personal Identifiers

Leslie Moore—Information Services Division Manager—KBI

The KBI Central Repositories for KIBRS, Criminal History and Registered Offenders have been receiving emails from agencies for immediate and easy exchange of information. At times, those emails include personal identifiable information for individuals. Some examples of forms that have been emailed include arrest reports, offense reports, complaints, journal entries, and fingerprint card correction forms.

Although it does make it easier to share information, it is against the policies for the KBI, KCJIS, and the State of Kansas. All the policies state that dissemination of personal identifiers can only be transmitted with encryption or in another secure way that has been authorized. The Central Repository cannot ensure that both ends of the email traffic are encrypted; therefore, we cannot accept emails that include personal descriptors. Methods that are considered secure are the message switch, fax, or US mail.

The KCJIS policies can be found on the KCJIS web portal under the Security Policies tab, in Section H. https://www.kcjis.state.ks.us/Information/security_policies/kcjissecurity.asp The state of Kansas security policies can be found on the Kansas Department of Administration website under Policy 7230A. <http://www.da.ks.gov/kito/itec/ITPoliciesMain.htm>



RapID Units Available Thru the KBI

Ely Meza, KBI Information Technology Department

As part of the contract with the AFIS technology provider (MorphoTrak Inc.), the Kansas Bureau of Investigation purchased 44 RapID units. So far, the KBI has been able to distribute 25 of them and now has 19 available to be assigned to interested Kansas law enforcement agencies.

Agencies interested in obtaining one or more of these units, please contact Ely Meza at (785) 296-8254 or ely.meza@kbi.state.ks.us.

The following is taken from a Fact Sheet prepared by the KBI - Guidance for Using Wireless Two-Finger Identification Devices (RapID) – and may answer some of your questions regarding the use of AFIS RapID technology.

What is a wireless two-finger identification device (RapID)?

A wireless two-finger identification device, commonly referred to as a Rap ID, is a handheld instrument used to take digital fingerprints. This instrument can be used to identify a suspect while in the field without having to return to the station. Once scanned, the fingerprints are transmitted via cellular phone to the KBI Automated Fingerprint Identification System (AFIS) database to search for matches.

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RapID Units Available Thru the KBI—continued

How is identity established once the fingerprints are transmitted?

Fingerprints are compared with all fingerprints held in the state of Kansas central repository, which is operated by the KBI and located in Topeka, Kansas.

Does the RapID search against the national fingerprint database at the Federal Bureau of Investigation (FBI)?

No, the national database is not searched. Currently the FBI does not have the capability to receive and compare prints from a wireless two-finger identification device. However, the FBI is working to provide this functionality in the future.

How long does it take to receive search results?

Officers should receive search results in less than three minutes. However, this may vary depending on such factors as the volume of fingerprint traffic being processed by the central repository and the quality of the wireless connection available to the RapID.

When can a law enforcement officer use the RapID?

The RapID device can be utilized when an officer has reasonable suspicion that a person is, or has been, involved in criminal activity. The officer must reasonably believe that determining identity will establish or negate that person's involvement with the criminal activity. Such circumstances are commonly referred to as "Terry stops." See *Terry v. Ohio*, 392 U.S. 1, 88 S.Ct. 1868 (1968).

Does an officer's request for identification constitute a Fourth Amendment seizure?

No. When an officer has reasonable suspicion that a person may be involved in criminal activity, the officer may stop the person briefly and investigate further.

Does a suspect have to consent to being fingerprinted by a RapID?

Although consent is best, it is not necessarily required as long as the officer has reasonable suspicion that a person is, or has been, involved in criminal activity, and reasonably believes that determining identity will establish or negate a person's involvement with such activity.

How long can a suspect be detained for the purpose of utilizing the RapID and taking fingerprints?

The detention must be limited in scope, purpose and duration, and must last no longer than necessary to carry out the purpose of the stop. In addition, the investigative methods should be the least intrusive means reasonably available to verify or dispel the officer's suspicion in a short period of time.

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RapID Units Available Thru the KBI—continued

Under what circumstances should a law enforcement officer not use RapID?

If an officer has no reasonable suspicion that a person is, or has been, involved in criminal activity, the officer should not utilize the RapID. An officer may approach an individual on the street for investigative purposes, ask the individual's name and request identification. However, an officer cannot force the individual to answer and the individual is free to leave at any time. In such situations, use of the RapID is not justified.

How long are fingerprints retained?

They are not retained in the database. After the identification process is complete and the response message is sent to the submitting RapID, the central repository system purges the fingerprints submitted by the RapID.

Where can I obtain more information regarding legal aspects of using the RapID?

Contact legal counsel for your agency to obtain further information.



News from the KBI Help Desk

Tariq Azmi - NCT-III - Communications/ Helpdesk Unit

Open Fox Messenger: Entering Article (EA):

When entering Articles, if the brand name is not listed in the drop down list the following coding instructions should be followed.

If the brand name consists of:

1. A single word, the first six letters of the name must be used.
2. Two words, the first letter of the first word, followed by a space, and then the first four letters of the second word should be entered.
3. Three words, the first letter of the first word must be used, followed by a space, then the first letter of the second word followed by a space, and then the first two letters of the last word should be entered.
4. An initial and one word, the initial, followed by a space, and the first four letters of the word must be used.
5. Two initials and one word, the first initial followed by a space, then the second initial followed by a space, and then the brand name must be used.
6. Initials, the initials should be entered omitting spaces and periods.

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News from the KBI Help Desk– continued

Orientation Video:

We are happy to announce the completion of new Open Fox Messenger Orientation Video. The video provides an overview of Messenger, Mailbox, Windows & Common Controls, Transaction Forms, Preferences & Settings and Kansas Specific Forms. We hope the orientation video will provide users a better understanding of how to use Messenger and its feature. We would like to thank KBI Help Desk Network Control Technician Wilson Wiley for his hard work and dedication in completing this project. The video is available on the KCJIS web portal at the link below <https://www.kcjis.state.ks.us/information/audit/openfoxoverview.asp>. If you have any questions or comments about the video please feel free to contact KBI Help Desk Staff at 785-368-6382 or by email helpdesk@kbi.state.ks.us

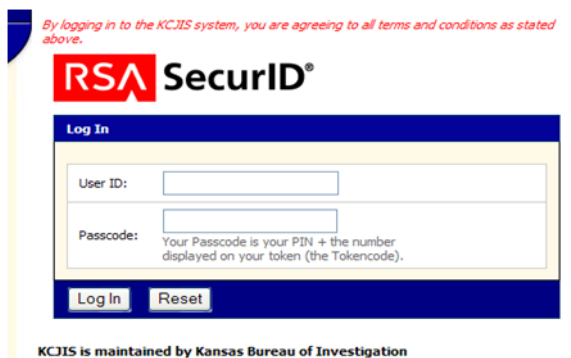
TOKENS:

Periodically tokens get out of sync and need to be reset. Common causes to make token resets necessary are:

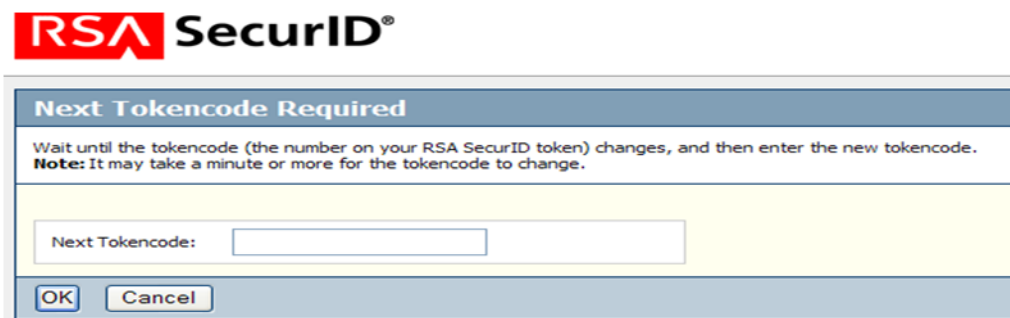
- ◆ The user enters incorrect token code multiple times
- ◆ The user enters the token code correctly but the token code changes prior to being submitted
- ◆ Trying to use one token code to log into multiple KCJIS applications.

If a user has had 3 unsuccessful log in attempts then the token might need to be reset. To reset your token, go to the KCJIS web portal at <https://www.kcjis.state.ks.us>. You must make sure to allow the token number to change before attempting to reset token.

Enter your user ID:



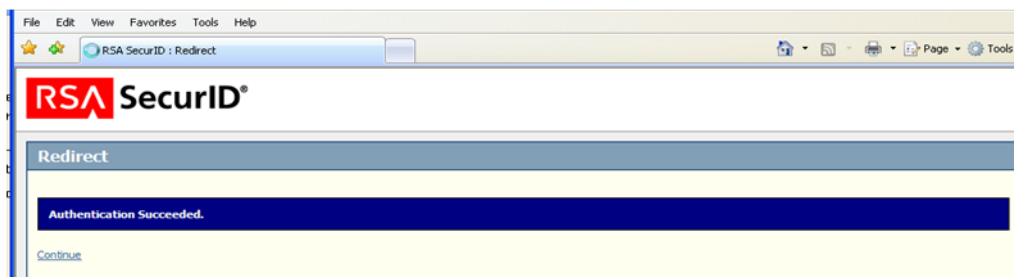
1. Enter your Passcode: (Your passcode is your PIN + the number displayed on your token)
2. If the token needs to be reset the user will see the following screen requesting the user to enter the Next Token code



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News from the KBI Help Desk– continued

3. After successful token reset the following screen will appear



Note: The token code is only valid for one log in. When logging into multiple KCJIS applications you must wait for a new token code.

NCIC:

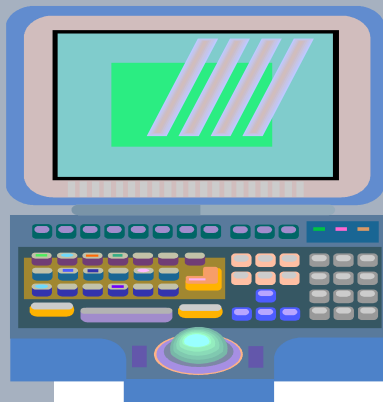
Please visit <https://www.kcjis.state.ks.us/Information/ncic/PeakPerformanceManuals/index.html> to review the TOU changes. The Help Desk has implemented TOU 10-3 and NCIC has issued TOU 10- 4, which we are currently reviewing. We will let the KCJIS community know when the TOU is implemented into production.

KCJIS Web Portal:

We would like to thank the KCJIS community for submitting suggestion to the KCJIS suggestion box. We have had many good ideas come from your input and suggestions. Please visit the KCJIS web portal and click on KCJIS FAQ to view the view the outcome of your suggestions we were able to implement. <https://www.kcjis.state.ks.us/information/KCJIS%20FAQ.pdf>

Kansas HOT Files (CCH)

We recently discovered the Kansas Supplemental Entry Form (KEWS) was incorrect. The form included a citizen field which should not be there. We have made necessary corrections/changes and removed this field from the form. If you have questions please contact Help Desk at 785-368-6382 or E-mail: helpdesk@kbi.state.ks.us



Replacing an Old Livescan?

Ely Meza, KBI Information Technology Department

When replacing an old livescan with a new one, your agency should ensure the livescan's hard drive has been properly sanitized prior to disposal of the old livescan. Please refer to the KCJIS Policy and Procedure manual for guidance on storage and disposal of KCJIS sensitive information.

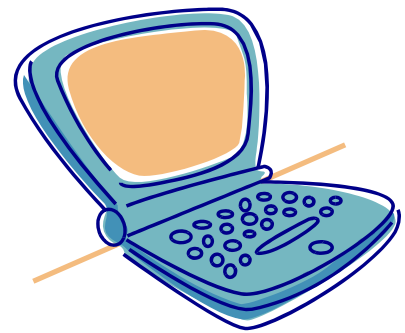
Kansas Central Message Switch Replacement

By Joe Mandala, KBI Project Manager

The replacement project for the Kansas Central Message Switch (KS CMS) is going well. While documentation continues on some aspects of the project, deliverables have already begun to roll in. For example, the legacy interface to KDOR, which currently brings us DMV driver and vehicle information, is initially complete though the interface to KDOR's new system (which will not be online until next year) is not. Several interfaces are currently in development, and will be delivered over the next few months. At this time, the project is scheduled for completion at the end of November, 2011.

All existing interfaces have been documented thoroughly, and we are now beginning to document and design new interfaces, including the previously mentioned new KDOR interface and the new rap sheet interface to NLETS, which will be modernized utilizing industry standards such as Extensible Markup Language (XML).

As a part of this project, the user/agency repository and interface are also being redesigned. Web TAC Admin will be streamlined and made more efficient in the interests of simplifying the management of users and agencies. Work on this interface to the switch is nearing completion, and the new management interface will be released with the upgraded switch.



Testing will begin in the first quarter of 2011. Our user group should be getting ready about that time to be heavily involved in the project. We will ask them to throw everything they can think of at the test installation to ensure a quality product and a smooth transition for the entire state.

As a reminder, there is now (as of October 1, 2010) a moratorium on any new downstream server projects. This includes new CAD, MDT, and similar servers that require direct connection to the Central Message Switch. Existing servers and registered projects already underway will remain unaffected. There are many reasons for this moratorium including testing resources being committed to the new switch and the availability of new technologies to downstream servers after switch implementation is complete.

Please keep an eye out for communication about project progress and status on the pages of this Newsletter, via the TAC email lists, and periodically via administrative messages on the current CMS. All agencies are encouraged to send ideas, concerns, or questions to CMSReplacement@kbi.state.ks.us for the duration of the project.



Been burgled? Here's how to report it.

Sara Foster—Program Consultant-Field Support

Several agencies have asked for an example on correctly completing offense reports for burglaries. The report below outlines the required fields for completing an offense report for burglary. You will notice a number of fields are blank. Most of those fields are for agency purposes and are not captured by the KBI KIBRS system. Some of the fields are blank because they do not pertain to the type of offenses listed on this particular example.

Front of the KSOR pt 1

KANSAS STANDARD OFFENSE REPORT												
THIS PAGE IS AN OPEN PUBLIC RECORD												
<input checked="" type="checkbox"/> INITIAL <input type="checkbox"/> MODIFY		<input type="checkbox"/> DELETE <input checked="" type="checkbox"/> ADD						PAGE		OF		
<input type="checkbox"/> ON VIEW <input type="checkbox"/> CITIZEN		<input checked="" type="checkbox"/> DISPATCHED		NAME OF AGENCY Test Police Department				KS AGENCY ORI NUMBER KS000000		CASE NUMBER 10-01		
INCIDENT	DATE OFFENSE STARTED (MMDDCCYY) 1/1/2010			TIME (HHMM) 0300		DATE OFFENSE ENDED (MMDDCCYY) 1/1/2010			TIME (HHMM) 0400		DATE OF REPORT (MMDDCCYY) 1/1/2010	
	EXCEPTIONAL CLEARANCE DATE (MMDDCCYY)			EXCEPTIONAL CLEARANCE		<input type="checkbox"/> A. DEATH OF OFFENDER <input type="checkbox"/> D. VICTIM REFUSES TO TESTIFY			<input type="checkbox"/> B. PROSECUTION DENIED <input type="checkbox"/> E. JUVENILE - NO CUSTODY		<input type="checkbox"/> C. EXTRADITION DENIED <input checked="" type="checkbox"/> N. NOT APPLICABLE	
	LOCATION OF OFFENSE 1600 SW Test St Topeka, KS 66612						REPORT AREA		TIME REPORTED		TIME ARRIVED	
	TIME CLEARED											
OFFENSE #	CHAPTER 21	SECTION 3715	SUB 1 a	SUB 2	<input checked="" type="checkbox"/> ATTEMPTED <input checked="" type="checkbox"/> COMPLETED		<input type="checkbox"/> AID / ABET <input type="checkbox"/> CONSPIRACY <input type="checkbox"/> SOLICITATION		CHAPTER 21	SECTION 3720	SUB 1	SUB 2
	DESCRIPTION Burglary								DESCRIPTION Criminal Damage			
	PREMISE 08	# OF PREM.	HATE/BIAS 88	CAMPUS CODE	METHOD OF ENTRY F. <input checked="" type="checkbox"/> FORCE N. <input type="checkbox"/> NO FORCE				PREMISE 08	# OF PREM.	HATE/BIAS 88	CAMPUS CODE
	TYPE OF THEFT				TYPE OF FORCE / WEAPON				TYPE OF THEFT			
	M. <input type="checkbox"/> COIN MACHINE B. <input type="checkbox"/> FROM BUILDING A. <input type="checkbox"/> M/V PARTS & ACC. L. <input type="checkbox"/> SHOPLIFTING P. <input type="checkbox"/> POCKET-PICKING S. <input type="checkbox"/> PURSE SNATCHING				E. <input type="checkbox"/> EMBEZZLEMENT T. <input type="checkbox"/> POSS. STOLEN PROP. F. <input type="checkbox"/> THEFT FROM M/V O. <input type="checkbox"/> ALL OTHER N. <input type="checkbox"/> NOT APPLICABLE				M. <input type="checkbox"/> COIN MACHINE B. <input type="checkbox"/> FROM BUILDING A. <input type="checkbox"/> M/V PARTS & ACC. L. <input type="checkbox"/> SHOPLIFTING P. <input type="checkbox"/> POCKET-PICKING S. <input type="checkbox"/> PURSE SNATCHING			
	OFFENDER SUSPECTED OF USING: (SELECT UP TO 3)				OFFENDER SUSPECTED OF USING: (SELECT UP TO 3)				OFFENDER SUSPECTED OF USING: (SELECT UP TO 3)			
	A. <input type="checkbox"/> ALCOHOL C. <input type="checkbox"/> COMPUTER EQUIP. D. <input checked="" type="checkbox"/> DRUG / NARCOTICS N. <input type="checkbox"/> NOT APPLICABLE				A. <input type="checkbox"/> ALCOHOL C. <input type="checkbox"/> COMPUTER EQUIP. D. <input checked="" type="checkbox"/> DRUG / NARCOTICS N. <input type="checkbox"/> NOT APPLICABLE				A. <input type="checkbox"/> ALCOHOL C. <input type="checkbox"/> COMPUTER EQUIP. D. <input checked="" type="checkbox"/> DRUG / NARCOTICS N. <input type="checkbox"/> NOT APPLICABLE			
	TYPE OF CRIMINAL ACTIVITY (SELECT UP TO 3)				TYPE OF CRIMINAL ACTIVITY (SELECT UP TO 3)				TYPE OF CRIMINAL ACTIVITY (SELECT UP TO 3)			
	B. <input type="checkbox"/> BUYING / RECEIVING C. <input type="checkbox"/> CULT / MAND / EUBL D. <input type="checkbox"/> DIST / SELLING E. <input type="checkbox"/> EXPLOIT. CHILDREN O. <input type="checkbox"/> OPER / PROMOTE / ASSIST P. <input type="checkbox"/> POSSESS / CONCEAL				T. <input type="checkbox"/> TRANS - TRANSMIT / IMPORT U. <input type="checkbox"/> USING / CONSUMING J. <input type="checkbox"/> JUVENILE GANG G. <input type="checkbox"/> OTHER GANG N. <input type="checkbox"/> INVOLVEMENT				B. <input type="checkbox"/> BUYING / RECEIVING C. <input type="checkbox"/> CULT / MAND / EUBL D. <input type="checkbox"/> DIST / SELLING E. <input type="checkbox"/> EXPLOIT. CHILDREN O. <input type="checkbox"/> OPER / PROMOTE / ASSIST P. <input type="checkbox"/> POSSESS / CONCEAL			
	LOCAL CODE				LOCAL CODE				LOCAL CODE			

Theft is a Lesser Included offense for Burglary and is not included on the report for the KBI Incident Based Reporting Unit. Please report any damage occurring during the burglary. Criminal damage is not a Lesser Included offense for burglary. Please report any other offenses but theft occurring during the burglary, i.e. battery.

The fields above marked out with blue x's should not have anything reported in them for burglary or criminal damage. The fields should be used for other types of offenses. Type of theft is only reported when the actual offense listed is theft.

Continued on page 14

Been burgled? Here's how to report it.– continued

Method of Entry reports whether the suspect used force or no force upon entry. “No force” means the door or window was unlocked or open. Anything more than opening an unlocked door or window is considered “force.” If you have a forced entry there must be an instrument used for entry. That instrument will be reported on the back page of the KSOR.

VICTIM #	TYPE OF VICTIM <input checked="" type="checkbox"/> I. INDIVIDUAL <input type="checkbox"/> S. SOCIETY / PUBLIC <input type="checkbox"/> R. RELIGIOUS ORGANIZATION <input type="checkbox"/> O. OTHER <input type="checkbox"/> B. BUSINESS <input type="checkbox"/> F. FINANCIAL INSTITUTION <input type="checkbox"/> G. GOVERNMENT <input type="checkbox"/> U. UNKNOWN										VICTIM OF OFFENSE NUMBER (CIRCLE) 1. 2. 3. 4. 5. 6. 7. 8. 9. 10.									
	NAME: LAST Taylor FIRST Tyler MIDDLE Test																			
	ADDRESS: STREET 1600 SW Test St CITY Topeka STATE KS ZIP 66612																			
	TELEPHONE NUMBER (HOME)		RACE W	SEX M	ETHNICITY N	RES. / N- RES. R	AGE	DATE OF BIRTH (MMDDCCYY) 11/11/1977	HEIGHT 508	WEIGHT 200	HAIR BRO	EYES BRO								
	DRIVERS LICENSE NUMBER			D L STATE		EMPLOYER / SCHOOL														
RP / DC / W / O	TELEPHONE NUMBER (WORK/SCHOOL)										ADDRESS: STREET CITY STATE ZIP									
	CIRCUM. AGG. ASLT/BATTERY (MAX 2)										VICTIMS RELATIONSHIP TO CORRESPONDING SUSPECT NUMBER (INDICATE ALL SUSPECTS) 1. 2. 3. 4. 5. 6. 7. 8. 9. 10.									
	TYPE OF INJURY (MAX 5) 1. 2. 3. 4. 5.																			
	NAME: LAST FIRST MIDDLE										ADDRESS: STREET CITY STATE ZIP									
	TELEPHONE NUMBER (HOME)		RACE	SEX	ETHNICITY	RES./N- RES.	AGE	DATE OF BIRTH (MMDDCCYY)	HEIGHT	WEIGHT	HAIR	EYES								
PROP. DESCRIPTION	EMPLOYER / SCHOOL										ADDRESS: STREET CITY STATE ZIP									
	TELEPHONE NUMBER (WORK/SCHOOL)																			
	TYPE PROPERTY LOSS 1 = NONE 2 = BURNED 3 = COUNTERFEITED / FORGERY 4 = DESTROYED / DAMAGED / VANDALIZED 5 = RECOVERED 6 = SEIZED 7 = STOLEN 8 = UNKNOWN																			
	TYPE LOSS	PROPERTY / DRUG CODE	DESCRIPTION / SUSPECTED DRUG TYPE				ESTIMATED QUANTITY	FRACTION	TYPE DRUG MEASURE	VALUE	DATE RECOVERED									
	7	1156	Mail				2			2										
7	0205	Diamond earrings				2			2,000											
4	1201	Door frame damaged				1			200											

Front of the KSOR pt 2

Report full identifiers when the victim is an individual. Remember to provide full names instead of initials

Report any stolen property in the property description section. Remember to use the correct property code for items instead of automatically using “1199-miscellaneous.” Damages to parts of the building

Continued on page 15

Been burgled? Here's how to report it.– continued

Back of the KSOR

CRIMINAL INVESTIGATION RECORD / NOT AN OPEN PUBLIC RECORD												
AGENCY ORI NUMBER KS000000				CASE NUMBER 10-01				DATE OF REPORT (MMDDCCYY) 1/1/2010		PAGE OF		
METHOD OF OPERATION	INSTRUMENT USED FOR ENTRY						POINT OF ENTRY		POINT OF EXIT		PREMISE NEIGHBORHOOD	
	1. <input type="checkbox"/> KEY 5. <input type="checkbox"/> BOLT CUTTER 9. <input type="checkbox"/> THROWN OBJECT 2. <input type="checkbox"/> PRY TOOL 6. <input type="checkbox"/> CHOPPING TOOL 10. <input type="checkbox"/> OTHER 3. <input type="checkbox"/> SAW / DRILL 7. <input checked="" type="checkbox"/> WIRE GRIPS 11. <input type="checkbox"/> NOT APPLICABLE 4. <input type="checkbox"/> HAMMER 8. <input checked="" type="checkbox"/> PHYSICAL FORCE						9. <input checked="" type="checkbox"/> NOT APPLICABLE 1. <input checked="" type="checkbox"/> FRONT 2. <input type="checkbox"/> REAR 3. <input type="checkbox"/> SIDE 4. <input type="checkbox"/> ROOF		9. <input checked="" type="checkbox"/> NOT APPLICABLE 1. <input checked="" type="checkbox"/> FRONT 2. <input type="checkbox"/> REAR 3. <input type="checkbox"/> SIDE 4. <input type="checkbox"/> ROOF		R. <input checked="" type="checkbox"/> RURAL / FARM / AGRICULTURE S. <input checked="" type="checkbox"/> SUBURBAN / RESIDENCE B. <input type="checkbox"/> URBAN / BUSINESS / COMMERCIAL U. <input type="checkbox"/> UNINHABITED N. <input type="checkbox"/> NOT APPLICABLE	
	SAFE ENTERED						INCIDENT ACTIVITY					
	1. <input type="checkbox"/> YES 3. <input type="checkbox"/> ATTEMPTED 5. <input type="checkbox"/> PEELD 7. <input checked="" type="checkbox"/> COMBINATION KNOWN 2. <input type="checkbox"/> NO 4. <input type="checkbox"/> REMOVED 6. <input type="checkbox"/> EXPLODED 9. <input checked="" type="checkbox"/> NOT APPLICABLE						C. <input type="checkbox"/> DOMESTIC VIOLENCE CHILDREN PRESENT J. <input type="checkbox"/> CAR JACKING D. <input type="checkbox"/> DOMESTIC VIOLENCE N. <input checked="" type="checkbox"/> NOT APPLICABLE					
SUSPECT #	NAME: LAST FIRST MIDDLE											
	Unknown											
	ADDRESS: STREET CITY STATE ZIP											
	TELEPHONE NUMBER (HOME)		RACE	SEX	ETHNICITY	RES. / N-RES.	AGE	DATE OF BIRTH (MMDDCCYY)	HEIGHT	WEIGHT	HAIR	EYES
	EMPLOYER / SCHOOL				ADDRESS				TELEPHONE NUMBER (WORK/SCHOOL)			
	MONIKERS / ALIAS											
	ADDITIONAL SUSPECT DESCRIPTORS											
	SUSPECT VEHICLE: MAKE YEAR MODEL COLOR VEHICLE STYLE											
LICENSE NUMBER		YEAR	STATE	VEHICLE IDENTIFICATION NUMBER			OTHER					

Note: Remember the entire Method of Operation block is required for every single offense report, no matter what the offense is.

Report the instrument used for entry on the back of the KSOR. If the Method of Entry on the front of the KSOR is “No Force” then “Not Applicable” should be reported as the instrument used for entry on the back of the KSOR. If force was used for entry then there an instrument would be reported.

Report the Point of Entry and Point of Exit. Do not leave them as “Not Applicable.” These fields are commonly reported incorrectly. Do not skip over them in a hurry to complete the report. The Premise Neighborhood code is another field that is commonly skipped.

Remember to check if the building has a safe. Complete the Safe Entered field with the correct information.

For this example, there is an unknown suspect. After identifying a suspect, please submit a modified KSOR with that information.

If you have any questions please contact Sara Foster at 785-296-8278, Donna Sheldon at 785-296-4373, or Janell Zeiler at 785-296-8279.



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